

Welcome to the

Veteran Employment Through Technology Education Courses (VET TEC) Employer Consortium

Training Providers Onboarding Kit



Thank You!

Dear Training Providers,

Thank you for taking part in the VET TEC Employer Consortium. We look forward to your support and committed partnership in training and preparing VET TEC students for in-demand jobs in the high-technology industry.



Since launching in March 2019, thousands of students have participated in the VET TEC program, with over 90% of participating students completing their program and hundreds finding meaningful employment within the industry.

To build on the success of the VET TEC program, VA formed the VET TEC Employer Consortium as an opportunity for students to find meaningful employment upon completion of their VET TEC training program. The collaboration between Training Providers, Employers and VA within the VET TEC Employer Consortium creates a key space for students to make connections, attend events hosted by VA and employer-partners, and be primed for employment success at the completion of their program.

As the Executive Director for Education Service at the U.S. Department of Veterans Affairs, I am committed to making a difference with Veterans and providing extraordinary service to over 1 million beneficiaries that participate in VA's education programs each year. The VET TEC program and Employer Consortium reflect that commitment and complement our mission to enroll Veterans in high-technology programs that develop in-demand skills leading to meaningful employment as fast as possible; while identifying and benchmarking pathways that help Veterans secure employment in high-demand fields.

Please stay in touch and feel free to share the stories of your hired VET TEC graduates with our team via [Facebook](#) and stay tuned to our [VET TEC Webpage](#) for updates.

Thank you again, for being a vital part of this exciting pilot program.

A handwritten signature in black ink that reads "Chaumain Bogan".

About the VET TEC Program

VET TEC is an innovative pilot program that helps Veterans gain or improve their IT skills through courses offered by industry-leading training providers like you.

Your participation helps Veterans pursue careers in one of five (5) high-demand fields:

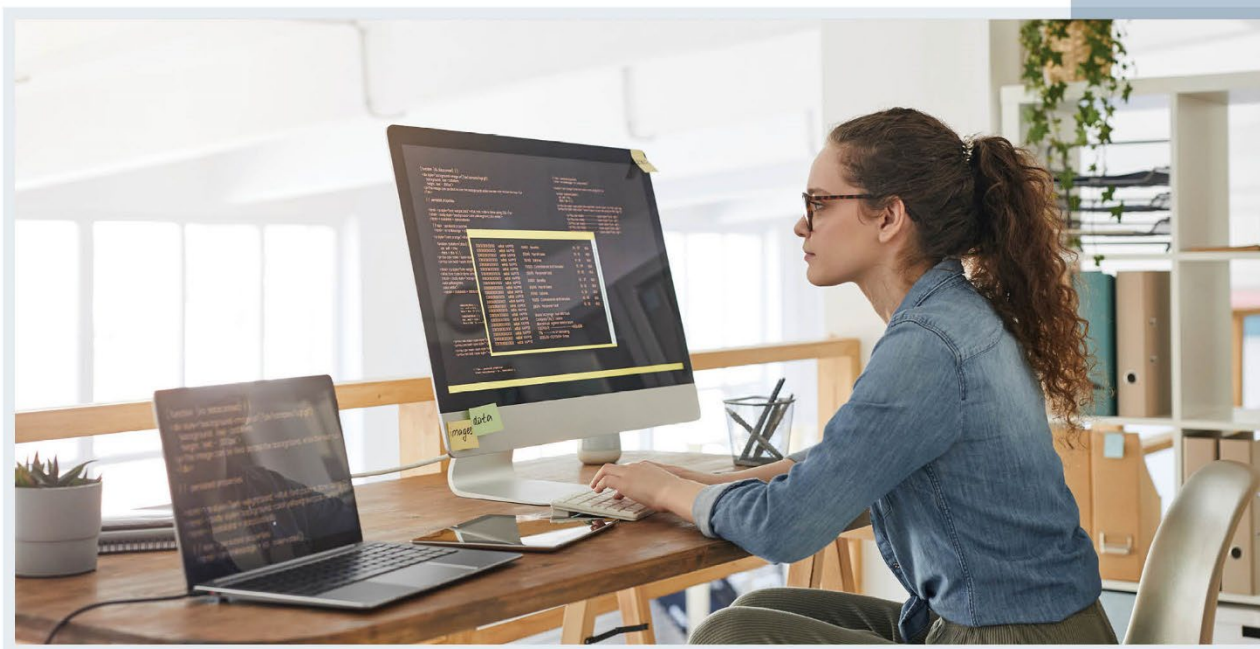
- » Computer programming
- » Computer software
- » Media application
- » Data processing
- » Information science

VET TEC Training Providers have access to a large group of Veterans who are motivated, hard-working, and bright team players. Your participation as a Training Provider:

- » Supports Veterans who have served their country, often at great personal cost, by helping them transition from the military and/or kick-start careers in the high-tech workforce.
- » Changes the lives of Veterans and their families when you work to help ensure the Veterans successful completion of your training program and facilitate their ability to find meaningful employment including finding new jobs, running their own companies, or advancing in their current high-tech careers.

Your partnership provides the foundation for Veterans to achieve these outcomes.





Setting Your VET TEC Students Up for Success

To prepare your students for success, please take the following actions:

- » Provide students with a copy of the course outline; schedule of tuition, fees, and other charges; policies pertaining to absences, grading policy; and rules of operation and conduct upon enrollment.
- » Guide students with the creation or revision of their resume and LinkedIn profile.
- » Assist students with submitting their resumes to the [Resume Engine](#) powered by Hiring our Heroes.

Training Providers Best Practices and Reminders

- » Training Providers should submit the initial enrollment certification 30 days prior to the start of the term.
- » Training Providers must confirm the student's enrollment within VA-ONCE on or after the first day of the term.
- » Training Providers must report any break in training greater than 7 calendar days on enrollment certifications.

Expectations of Training Providers

In support of VA's commitment to VET TEC program graduates, VA created the VET TEC Employer Consortium, bringing together the best of industry and high-tech talent in one space.

While you are responsible for training our Veterans in one of five (5) high demand fields, we both must continue to support our Veterans in their goal of securing meaningful employment.

As a Training Provider, you are responsible for ensuring your VET TEC students are actively participating in the VET TEC Employer Consortium. Active participation requires that your VET TEC students:

- » Create a [LinkedIn](#) profile or if they already have a profile, update their profile.
- » Utilize the [Resume Engine](#) to create a resume or upload an existing resume.
- » Register and regularly attend [Employer Consortium events](#).

Additional Reminders

- » Encourage your VET TEC students to begin participating in the Employer Consortium at the beginning of their program.
- » It may be a good idea to incorporate your student Employer Consortium requirements into your overall program or create a checklist to ensure compliance.
- » Encourage your VET TEC students to register for VA and employer-partner sponsored events that helps to build a more engaging LinkedIn profile or resume that attracts the attention of employers.
- » VA's partnership with LinkedIn provides Veterans the ability to receive one year of Premium LinkedIn Access for free. For more information about enabling Premium Access for your profile, please contact the [VET TEC Partner Mailbox](#).
- » Encourage your VET TEC students to incorporate networking activities into their daily routine.



Employer Partners

The companies below have partnered with VA to provide your VET TEC students a variety of opportunities including but not limited to employment, mentoring, networking, job previews, and resume assistance.

VA would encourage Training Providers to connect and build relationships with these employers. Creating relationships earlier on, provides you an opportunity to get to know the employer and understand the skillset they desire so that you are able to develop a more highly trained graduate with the in-demand skills that employers are seeking.

- » **Walmart**
- » **Amazon**
- » **Accenture**
- » **Skillstorm**

- » **Electronic On-Ramp
(EOR)**
- » **Oaklea Simpson
Security (OSS)**
- » **VetsEZ**

- » **ERA Solutions**
- » **Blackbox**
- » **Windstream**

The Employer Consortium would not be possible without our employer-partners; we know that you share VA's excitement and appreciation for their willingness to participate and commit to advancing the future of your VET TEC graduates!

Resume Engine: Connecting Your Students

Welcome to Resume Engine! This tool will allow your students to connect with VET TEC employers and other military-ready companies. To help your students get started, please ask them to complete the following steps:

- » Visit ResumeEngine.org and click Sign Up in the upper right corner. Choose the Email option and create their account using the same email addressed that they used when they applied online for VET TEC.
- » Go to their email inbox and click the link in the email to confirm their account. The link will take them to their Resume Engine account.
- » Once they've followed the link and logged into their account, click on the account icon in the upper right corner and select "My Profile" from the drop-down menu. A profile creation wizard will pop up with fields that they should fill out.
- » Once complete, scroll to the bottom of the profile popup and select the button on the right that says "Save Profile and Upload Existing Resume."
- » Once your student has uploaded their resume, they will also want to fill out a few additional sections to populate the fields on the profile card employers see before they open their resume, including their military honors, applicable clearances, and highlighted skills.

For additional information on the Resume Engine and search tips for VET TEC graduates, please visit the Hiring Our Heroes Resume Engine Checklist for VET TEC graduates slick sheet [here](#).



Registering for Events

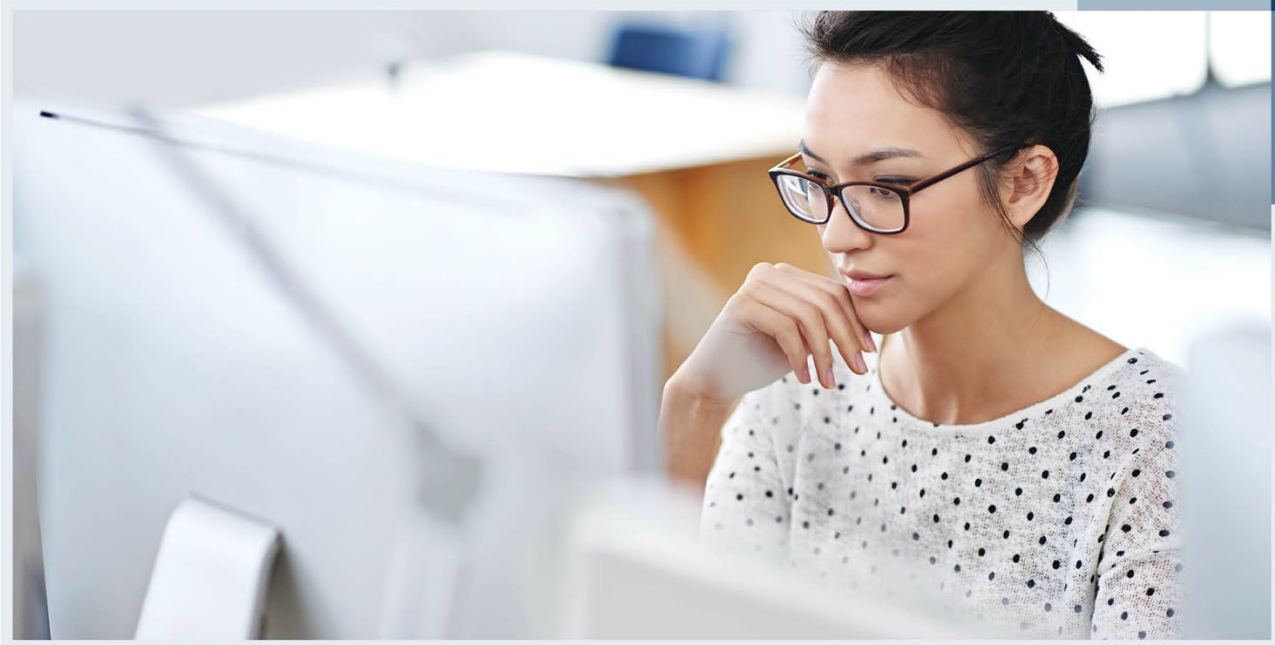
Each month, VA in collaboration with our employer-partners will host a variety of events designed to assist your VET TEC students in the process of finding meaningful employment. These events include:

- » **Lunch & Learn Sessions:** Informational sessions to learn about a variety of job searching topics
- » **Job Previews:** Additional information about specific roles in the technology industry and skill set required
- » **Day in the Life:** “Day in the Life” of an individual in a role in the technology industry and of the benefits and challenges to the work
- » **LinkedIn:** Specific information on leveraging a LinkedIn profile and translating military experience into civilian experience
- » **Panel Discussions:** Events with diverse panel members including employer partners, graduates and more

Our expectation is for Training Providers to encourage and assist your VET TEC students with registering and attending events. Your students may register for events by:

- » Visiting our [website](#) to RSVP for upcoming opportunities
- » VA will periodically send students an email with a link or form to register for events. They may register through email by clicking on the link or filling out the form.
- » Upon receiving their registration, VA will send a calendar invitation with the details and login instructions for the event.

Note: VA will periodically send requests for training providers to partner or participate in our events.



Important Links

For additional questions, comments, or feedback, please contact our VET TEC Employer Consortium Team at VETTECPartner@VA.GOV.

- » [Resume Engine powered by Hiring our Heroes](#): Resume dashboard where VET TEC students can submit their resume for employer review.
- » [VET TEC Website for Students](#): VA resource page for VET TEC, includes additional questions and information pertinent to students and training providers.

For general information about the VET TEC program, or for additional resources, please visit: <https://www.VA.gov/education/about-gi-bill-benefits/how-to-use-benefits/vettec-high-tech-program>

Frequently Asked Questions

Here are questions you might have about the VET TEC Employer Consortium. For additional questions regarding the VET TEC program, please visit the VET TEC [click sheet](#). Additional updates for students will be included in the [VET TEC Student FAQ page](#).

What are some initial actions I should encourage my students to help them find meaningful employment?

Students should be updating their resume to reflect the types of positions they are applying to. Students should have their LinkedIn profile set to “open for opportunities” to alert employers they are available. Students are expected to participate in events hosted by VA and employer-partners via the VET TEC Employer Consortium.

If a student has tried to connect with an employer-partner, and has not been successful, what should we do to support our students?

Please email VETTECPartner@VA.GOV with the name of the employer-partner and a detailed description of the student’s attempts, include dates if possible.

Is there any information I can provide to our VET TEC students about the VET TEC Employer Consortium?

For additional information, please provide your students with the Student Welcome package. If you do not have a copy, please email VETTECPartner@VA.GOV.